



AGENDA
Water Pollution Control Authority
MEETING
August 1, 2016

Council Chambers
Immediately Following the Regular Council Meeting

1. ROLL CALL
 2. APPROVAL OF MINUTES
 - Regular Meeting – November 16, 2015
 3. SPECIAL GUEST
 4. OLD BUSINESS
 - A. **Discussion:** Collection System Study Including Smoke Test Results (Tabled 10/19/2015)
 - B. **Discussion/Resolution:** Waiver of External Grease Inceptor Requirement for Enfield Pizza (Tabled 10/19/2015)
 5. NEW BUSINESS
 6. ITEMS FOR DISCUSSION
 - A. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Execute Contracts with Woodard and Curran for the Water Pollution Control System Upgrades.
 - B. **Discussion/Resolution:** Resolution Setting a Public Hearing for the Water Pollution Control System Facilities Plan.
 - C. **Discussion/Resolution:** Resolution Regarding the Setting of a Public Hearing for the 2016/17 Sewer Service Fees and Rates.
 - D. ****Discussion/Resolution:** Resolution Approving the Adoption of the Environmental Health and Safety Manager Job Description
 7. MISCELLANEOUS
 8. ADJOURNMENT
-

ENFIELD TOWN COUNCIL
Acting in its capacity as
WATER POLLUTION CONTROL AUTHORITY
NOVEMBER 16, 2015

A meeting of the Water Pollution Control Authority was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, November 16, 2015. The meeting was called to order at 6:05 p.m.

ROLL-CALL –Present were Commissioners Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Sarno, Stokes and Szewczak. Also present were Acting Town Manager of Development Services, Peter Bryanton; Town Clerk, Suzanne Olechnicki and Town Attorney, Kevin Deneen; Director of Public Works, Jonathan Bilmes; Water Pollution Control Supervisor, Kevin Shlatz

APPROVAL OF MINUTES

MOTION #6241 by Commissioner Arnone, seconded by Commissioner Hall to accept the minutes of the October 19, 2015 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6241** adopted 9-0-2, with Commissioners Bosco and Sarno abstaining.

SPECIAL GUEST

There were no special guests this evening.

OLD BUSINESS

Mr. Bilmes spoke about the facilities plan and noted a meeting was recently held to finalize the plan for submission to DEEP. He noted the final plan has to be submitted in April.

He reviewed some key assumptions. He noted Item #1 is something that has not been vetted with the Town Manager, and they also have a call into DEEP regarding the question of whether they need to do another procurement for the consultant. He noted if they do another procurement, that will add four months onto the schedule.

He referred to Item #2 and this relates to a priority list for the Clean Water Fund, and the list for 2016/2017 is under review at DEEP. He noted they hope to see Enfield high up on that list, which means money would be forthcoming.

Mr. Bilmes stated they don't apply for grant money until bids have been received, and at this time that's showing the spring of 2017.

He stated they expect to start construction and upgrades on the water pollution control facilities, pump stations and collection systems during the summer of 2017.

Commissioner Arnone stated his understanding there's a lot of competitive money out there, therefore, the Water Pollution Control Authority must make sure they do what they can politically with the Town's reps.

DISCUSSION: COLLECTION SYSTEM STUDY INCLUDING SMOKE TEST RESULTS

Remained on the table

DISCUSSION/RESOLUTION: WAIVER OF EXTERNAL GREASE INCEPTOR REQUIREMENT FOR ENFIELD PIZZA

RESOLUTION #6242 by Commissioner Szewczak, seconded by Commissioner Stokes.

WHEREAS, the owner of Enfield Pizza Restaurant of 106 Pearl Street, Enfield, CT (Applicant) is proposing to relocate its business to 108-112 Pearl Street, Enfield, CT and filed an application with the Planning and Zoning Commission (SPR #1658) which was approved on September 17, 2015;

WHEREAS, based on the information provided by the Applicant, Water Pollution Control (WPC) staff informed the Applicant at the Administrative Review Team meeting that an External Fats, Oil and Grease (FOG) Treatment Unit would be required;

WHEREAS, Section 86-136(b) of the Enfield Code describes the process whereby a waiver may be granted;

WHEREAS, in lieu of the external grease trap, an internal grease trap has been proposed by the Applicant using Best Available Control Technology (BACT) for its 108-112 Pearl Street location;

WHEREAS, WPC staff has reviewed the request and additional materials supplied by the Applicant;

WHEREAS, the information received confirms the selection of the internal grease trap and compliance with the technical provisions of Enfield Town Code Section 86-136;

WHEREAS, based on the information provided by the Applicant, the Director of Public Works, WPC staff and the North Central District Health Department are recommending that a waiver be granted to Enfield Pizza in order to allow for an internal grease trap to be installed;

THEREFORE, BE IT RESOLVED, the Enfield Water Pollution Control Authority does hereby approve a waiver of the external grease trap requirement for Fahrettin (a/k/a

Hasan) Kuruca, Applicant, owner of Enfield Pizza Restaurant, 108-112 Pearl Street, Enfield, CT providing an internal grease trap is installed in compliance with the recommendations of the manufacturer's representative, as approved by both the Director of Public Works and the Director of the North Central District Health Department, and further compliance with all other conditions of Enfield Town Code Section 86-136 which will be evidenced by the execution of a Letter of Agreement, a copy of which is appended hereto.

Commissioner Arnone stated this is very important in order to keep businesses going downtown, particularly because grease traps can easily cost \$20,000. He noted he has seen that some of these internal grease traps work as well as the exterior grease traps.

Commissioner Edgar questioned whether smoke testing applies to this, and Mr. Shlatz responded no, smoke testing is to detect line leakage, and there was no line leakage in that area.

Commissioner Edgar questioned whether Mr. Shlatz has had any experience with this, and Mr. Shlatz responded yes.

Commissioner Lee questioned whether internal grease traps are subject to one annual inspection. Mr. Shlatz responded it depends on the amount of food prepared.

Commissioner Lee questioned if the Town will know if this grease trap is being maintained properly, and Mr. Shlatz responded yes.

Commissioner Edgar questioned whether this has been approved by the North Central Health District. Mr. Bilmes stated his belief the letter of agreement that they have to sign would really protect the Town.

Attorney Deneen stated what the WPC is waiving would be the requirement of an external unit. He noted the build-out itself will be done according to the plans.

Commissioner Deni questioned who inspects these traps, and Mr. Shlatz stated they're inspected on a regular basis by the North Central Health District, but hopefully WPC will be taking over sometime in the spring.

Commissioner Lee questioned what allows Dominos or another business to have an interior grease trap without having gone through this waiver. Mr. Shlatz stated that was an error on the Town's part. Commissioner Lee questioned if by code everyone is supposed to have an external grease trap, and Mr. Shlatz stated the Town asks for an external grease trap, but a waiver can be requested and the business would have to go through the process.

Commissioner Sarno stated her understanding the owner will maintain the grease trap. Mr. Shlatz stated the owner has to prove with documentation that they did have the grease trap cleaned regularly.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #6242** adopted 11-0-0.

ADJOURNMENT

MOTION #6243 by Commissioner Deni, seconded by Commissioner Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #6243** adopted 11-0-0, and the meeting stood adjourned at 6:25 p.m.

Respectfully submitted,

Jeannette Lamontagne
Secretary to the Council

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Appended to minutes
of November 16, 2015
WPCA Meeting
See Page 2

LETTER OF AGREEMENT

Enfield Pizza Restaurant

I understand that the Enfield Water Pollution Control Authority passed Resolution No. _____, approving the waiver of the external grease trap requirement for the Enfield Pizza Restaurant located at 108-112 Pearl Street, Enfield, Connecticut (hereinafter referred to as "establishment"). I further understand that the waiver is subject to the following conditions and requirements with which I agree to comply:

1. The waiver is valid for the establishment and the uses proposed in the applicant's written request for the waiver;
2. The waiver is non-transferable. The waiver shall be rendered null and void in the event of the transfer of ownership of the establishment or any change in the methods of operation.
3. The owner of the establishment shall send written notice of any proposed changes in use, menu or methods of operation to the Director of Public Works and the Director of the North Central Health District. The notice shall be submitted no less than thirty (30) business days prior to the implementation of the proposed change.
4. The Director of Public Works and the Director of the North Central Health District shall be sent a written notice of any changes in ownership. The notice shall be submitted no more than fifteen (15) business days after such change.
5. The establishment shall remain in compliance with all applicable requirements of the North Central Health District.
6. The owner of the establishment shall maintain a service contract for the interceptor. A copy of the contract shall be submitted annually to the Director of the Department of Health. The service contract shall provide for, at a minimum, quarterly cleaning and maintenance of the grease interceptor.
7. The owner of the establishment shall install an interior grease trap of the size and type required by Enfield Town Code §86-136, Grease, oil and sand interceptors, as revised. (commonly known as the "Grease Trap Ordinance") and any Town regulations promulgated thereunder.
8. The installation of the grease trap shall be subject to the inspection and approval of the Town of Enfield's Superintendent of the Water Pollution Control Facility.

9. The owner of the establishment shall apply for the proper permits as required by the Town of Enfield Building Department and shall allow any and all necessary inspections.

10. Failure to comply with any of these provisions shall result in the automatic revocation of the waiver.

_____	_____
Name:	date
Owner of Establishment	

_____	_____
Name:	date
Owner of Establishment	

_____	_____
Owner of Property (if different than owner of establishment)	date
Consent to Installation of Grease Trap	



TOWN OF ENFIELD

July 20, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Town Manager to Execute Contracts with Woodard and Curran for the Water Pollution Control System Upgrades.

Councilors:

Highlights:

- On June 16, 2016, CT DEEP notified Enfield we are *eligible* for Clean Water Fund grant funding in the priority list determination (copy enclosed).
- The June 16 letter states, "*It is incumbent upon Enfield to proceed expeditiously in order to capture the currently available funding.*"
- CT DEEP has confirmed in writing that the 2013 solicitation process which led to the selection of Woodard and Curran for Facilities Plan work remains applicable and the town is not required to further solicit for professional services related to this project.
- At its February 18 meeting, the DPW Subcommittee recommended staff commence negotiations with Woodard and Curran for a contract for the next phase(s) of the Water Pollution Control Upgrade project as approved by voters in November, 2015.
- The Subcommittee's recommendation was reviewed with the Council at its March 7, 2016 meeting.
- At the request of CT DEEP, staff has negotiated a three-part contract with Woodard and Curran. CT DEEP requested that we divide the work into three categories:
 - Design of improvements at the Water Pollution Control Facility;
 - Design of collection system improvements, including pump stations; and
 - Miscellaneous service related to the upgrade (not eligible for grant funds).
- All contracts are undergoing final review internally. All contracts have been reviewed or are being reviewed by the Town Attorney's Office and CT DEEP.

Budget Impact:

There is no additional budget impact. All project costs, including the consultant's fees, will be within available funding based on the current sewer use rates.

Town Council
July 20, 2016
Resolution to Execute Contracts with Woodard and Curran
Page 2

Recommendation:

Adopt the enclosed Resolution authorizing the Town Manager to execute contracts with Woodard and Curran.

Respectfully Submitted,

A handwritten signature in black ink, reading "Jonathan S. Bilmes". The signature is written in a cursive style with a large initial 'J'.

Jonathan Bilmes, PE
Public Works Director

Attachments:

1. Resolution
2. July 8, 2016 letter to CT DEEP
3. June 16, 2016 letter from CT DEEP regarding Clean Water Fund eligibility

ENFIELD TOWN COUNCIL

**ACTING IN ITS CAPACITY AS THE WATER POLLUTION CONTROL AUTHORITY
RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE CONTRACTS
WITH WOODARD AND CURRAN RELATED TO WATER POLLUTION CONTROL
PROJECT UPGRADES**

RESOLUTION NO. _____

WHEREAS, work is concluding on the Water Pollution Control Authority Planning Study (the “Study”); and

WHEREAS, the Authority now wishes to move expeditiously with efforts related to the Water Pollution Control Project Upgrades Project (the “Upgrades”) as identified in the Study; and

WHEREAS, the Authority wishes to engage a consultant for design, bid document preparation and evaluation, inspection, value engineering, and grant paperwork related to the Upgrades; and

WHEREAS, CT DEEP has confirmed that directly engaging Woodard and Curran for the design, bid document preparation and evaluation, inspection, value engineering, and grant paperwork related to the Upgrades is within the scope of the 2013 qualification based selection process; and

WHEREAS, CT DEEP requested that we divide the work into three categories, all related to the Water Pollution Control Upgrade project. The three contracts are:

1. Design of improvements at the Water Pollution Control Facility;
2. Design of collection system improvements, including pump stations;
3. Miscellaneous service related to the upgrade (not eligible for grant funds);

NOW THEREFORE BE IT RESOLVED BY THE ENFIELD TOWN COUNCIL, that in the best interest of the Town of Enfield;

Section 1: The Town Manager, is hereby authorized and directed to enter into the aforepurposed contracts with Woodard and Curran related to the Upgrades.

Section 2: That said contracts shall be subject to the approval of the Town Attorney’s Office in subject and content.

BE IT FURTHER RESOLVED, that the Town Clerk is authorized to impress the seal of the Town of Enfield on any such document, amendment, rescission, or revision.

I, Suzanne Olechnicki, the Town Clerk of the Town of Enfield, do hereby certify this to be a true copy of the resolution duly adopted at the Regularly Scheduled Meeting of the Water Pollution Control Authority on August 1, 2016, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

Town Clerk

Date

[SEAL]



July 25, 2016

TOWN OF ENFIELD

Honorable Members
Enfield Town Council acting as
Water Pollution Control Authority
Enfield, Connecticut

**Subject: Resolution Setting a Public Hearing for the Water Pollution Control System
Facilities Plan.**

Councilors:

Highlights:

- On June 16, 2016, CT DEEP notified Enfield we are *eligible* for Clean Water Fund grant funding in the priority list determination.
- The June 16 letter states, "*It is incumbent upon Enfield to proceed expeditiously in order to capture the currently available funding.*"
- A waiver letter was submitted on July 8 to CT DEEP asking for authorization to proceed with Facility Design work (copy enclosed).
- CT DEEP has indicated its willingness to grant the waiver in order that Enfield may proceed with Facility Design work provided a public hearing is scheduled on the Facilities Plan.
- Per recent CT DEEP email: "At a minimum, prior to adoption of the engineering report, the municipality must hold a public hearing to describe the proposed program and action(s) and to assure that the public's concerns are fully considered. The time and place of the public hearing shall be conspicuously and adequately announced at least 10 days in advance, or for such longer period as may be required by local ordinance or charter. Copies of the engineering report must be made available for inspection by the public at least 10 days prior to the hearing."
- The Facilities Plan (a/k/a "engineering report") is voluminous. By September 1, the Executive Summary will be posted to the town's web site and hard copies will be available for the public to review in the Town Clerk's office and at DPW Moody Road.

Budget Impact:

There is no budget impact.

Recommendation:

Adopt the enclosed Resolution Setting a Public Hearing for the Facilities Plan.

Respectfully Submitted,

A handwritten signature in black ink, reading "Jonathan S. Bilmes".

Jonathan Bilmes, PE
Public Works Director

Attachments:

1. Resolution
2. July 8, 2016 letter to CT DEEP

**ENFIELD TOWN COUNCIL
ACTING IN ITS CAPACITY AS THE WATER POLLUTION CONTROL AUTHORITY**

RESOLUTION NO. _____

Resolution Setting a Public Hearing for the Water Pollution Control Facilities Plan

RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, September 19, 2016 at 6:45 p.m. to allow interested citizens an opportunity to express their opinion regarding the Water Pollution Control Facilities Plan.

Date Prepared: July 25, 2016

Prepared By: Town Manager's Office



TOWN OF ENFIELD

July 8, 2016

Ivonne Grajko Hall, P.E., M.S. EVE
Sanitary Engineer
CT Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

Re: Request for Waiver of Final Facilities Plan Approval to Allow Design of Enfield WPCF Upgrades

Dear Ms. Hall:

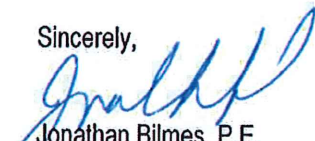
Thank you and Denise Ruzicka for meeting with the Town of Enfield and Woodard & Curran last Friday, July 1 to discuss the status of Enfield's Wastewater upgrade program. We appreciate the CT DEEP's efforts in supporting the Town's eligibility to receive Clean Water Funds.

As you know, the majority of the equipment installed at the Town's Water Pollution Control Facility (WPCF) has been in service for over 40 years, and the Town has taken a number of steps to secure their wastewater future for the next twenty years and beyond. These steps include switching from an *Ad Valorem* type of rate structure to a user based system, performing a Capital Improvement Plan, and working with Woodard & Curran to develop the Facilities Plan that you are currently reviewing. The Town's residents have already approved a referendum for a \$36 million investment for upgrades to the WPCF and collection system, and we are anxious to proceed with the design of these improvements.

A limited amount of additional information is required for final approval of the Facilities Plan. Woodard & Curran will provide you with this information as soon as possible. I understand that the typical time frame for receipt of the "pre-approval" letter is 45-60 days after receipt/review of all submittals. As time is of the essence to design WPCF improvements and get the project "shovel ready", we formally request a waiver to the DEEP's standard approval process. I am planning to go the Town Council on August 1 to get final design contract approval. Woodard & Curran is prepared to begin to design the WPCF upgrades in August. The Town looks forward to receiving pre-approval from the DEEP for design work by July 22 so we can move forward expeditiously. A copy of the proposed contract is enclosed.

Please contact me if any additional information is required.

Sincerely,



Jonathan Bilmes, P.E.
Director of Public Works

Enclosure (contract and Form 5700)

Town of Enfield
Department of Public Works
40 Moody Road
Enfield, Connecticut 06082

Telephone (860) 763-7599
Fax (860) 272-1143
www.enfield-ct.gov/dpw

**ENFIELD WATER POLLUTION CONTROL AUTHORITY
RESOLUTION NO. _____**

**Resolution Regarding the Setting of a Public Hearing for the 2016/17 Sewer
Service Fees and Rates**

WHEREAS, the Enfield Water Pollution Control Authority values the opinions and comments of its constituents; and

WHEREAS, in accordance with Section 86-52(f), the Enfield Water Pollution Control Authority must hold a public hearing on the proposed sewer service fees and rates for the upcoming fiscal year.

NOW THEREFORE BE IT RESOLVED, that the Enfield Water Pollution Control Authority shall conduct a public hearing in the Town Council Chambers at Town Hall, 820 Enfield Street, Monday, September 19, 2016 at 6:30 p.m. on the proposed sewer service fees and rates for fiscal year 2016/2017.

Date Prepared: July 27, 2016
Prepared By: Town Manager's Office



TOWN OF ENFIELD

July 22, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Approving the Adoption of the Environmental, Health and Safety Manager Job Description.

Councilors:

Highlights:

- The Department of Public Works proposes the new job description for Environmental, Health and Safety Manager.
- This new job description allows the Town to save money in the following ways:
 - Assumes duties traditionally outsourced to higher paid consultants.
 - Reduces accidents thereby reducing insurance premiums and indirect costs.
 - Minimizes notices of violations and costs to comply
 - Improves work place environment and health and safety of employees thereby reducing workers' compensation costs.
- This is a part-time non-union position and the work hours are going to be split 50/50 between Water Pollution Control and Department of Public Works.
- The salary for this position is \$45,760/year and was originally adopted in the current budget thereby making this job description cost neutral.

Budget Impact:

This position will result in a zero (0) increase of dollars to the Town's budget.

Recommendation:

It is recommended that the Town Council adopts the attached resolution.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Steve V. Bielenda", is written over the typed name.

Steve Bielenda
Human Resources Director

Attachments:

1. Resolution
2. Environmental, Health and Safety Manager Job Description

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____.

Resolution Approving the Adoption of the Environmental, Health and Safety Manager Job Description.

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) **Environmental, Health and Safety Manager**

Date Submitted: 7-22-16

Submitted by: Steve Bielenda, Human Resources Director

TOWN OF ENFIELD JOB DESCRIPTION

Environmental, Health and Safety Manager

GENERAL STATEMENT OF DUTIES: This is a highly responsible position which has strategic and tactical responsibility for administering the Department of Public Work's environmental, health and safety programs, policies and initiatives. Ensures compliance with applicable health and safety laws, statutes and regulations. Conducts and/or coordinates relevant training, provides guidance and follow up to all DPW subdivisions.

SUPERVISION RECEIVED: Works under the general direction of the Director of Public Works or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and maintain programs, systems, policies, and studies to assure Department compliance with environmental, health and safety laws and regulations
- Conduct environmental audits of Department programs and facilities
- Provide technical advice and assistance on environmental regulatory compliance issues;
- Serve as liaison with environmental regulatory agencies
- Coordinate environmental compliance training programs for Department personnel which will increase proficiency in safe practices and promote consciousness;
- Schedule safety meetings to review performance and policies
- Assist with spill response program reporting and recordkeeping requirements;
- Monitor and participate in government regulatory and legislative processes and prepare testimony on the Department's behalf.
- Overall responsibility for improving the department's safety record and assist in investigation and reporting of all project incidents including near misses.
- Address specific reporting and record keeping requirements of OSHA, CT DEEP, EPA, etc.
- Ensure all DPW project sites and field activities are in compliance with regulatory requirements.

OTHER JOB FUNCTIONS: Performs related duties as required or assigned by the Director of Public Works or his/her designee.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Provide effective leadership and coordinate the activities of Environmental, Health and Safety of designated employees; Analyze and define problems, identify alternative solutions, and implement recommendations in support of goals; Train and evaluate staff; Facilitate group discussions and problem solving; Interpret and apply federal, state and local policies, laws and regulations; Make effective presentations; Working knowledge and solid understanding of the latest industry computer programs and digital

technologies; Ability to communicate effectively orally and in written form; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Establish and maintain effective working relationships with those contacted in the course of work; Work in harmony with others.

EXPERIENCE AND TRAINING: Bachelor's degree in safety, engineering, environmental or related technical field and three to five years' experience in safety experience and environmental compliance management and auditing and /or industrial facilities or any equivalent combination of education and experience. Highly Desirable: Working knowledge of federal and state environmental laws governing wastewater and storm water discharges, chemical and fuel storage, hazardous waste, air emissions, the Clean Water Act, the Clean Air Act, RCRA, SPCC regulations, Underground Storage Tank rules, NPDES, MS4, and EPCRA. Candidate should possess excellent computer, written and verbal communication skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally makes field visits to project sites as required.

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

Revised: PENDING APPROVAL